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Keywords: Job Title, Control #, Agency

Location:

City, State, ZIP Code, or Country

Search

[Advanced Search >](#)[< Back to Results](#)[Dock](#)

Overview Duties Qualifications & Evaluations Benefits & Other Info How to Apply

CIVILIAN CAREERS



DEPARTMENT OF THE NAVY

Job Title: SAFETY AND OCCUPATIONAL HEALTH MANAGER

Department: Department of the Navy

Agency: Naval Sea Systems Command

Hiring Organization: Supervisor of Shipbuilding-Bath, Maine

Job Announcement Number: NW50018-13-1350889LX048223

SALARY RANGE: \$83,468.00 to \$108,507.00 / Per Year

OPEN PERIOD: Monday, March 16, 2015 to Monday, March 23, 2015

SERIES & GRADE: GS-0018-13

POSITION INFORMATION: Full Time - Permanent

PROMOTION POTENTIAL: 13

DUTY LOCATIONS: 1 vacancy in the following location:
Bath, ME [View Map](#)

WHO MAY APPLY: Current Permanent Federal Employees serving under career or career-conditional appointments in the Competitive service, Former Federal Employees with Reinstatement eligibility, Veteran's Employment Opportunities Act (VEOA), and Interagency Career Transition Assistance Plan (ICTAP) eligible.

SECURITY CLEARANCE: Secret

SUPERVISORY STATUS: Yes

JOB SUMMARY:

The Navy and Marine Corps team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. Department of the Navy provides competitive salaries, comprehensive benefits, and extensive professional development and training. From pipefitters to accountants, scientists to engineers, doctors to nurses-the careers and opportunities to make a difference are endless. Civilian careers-where purpose and patriotism unite!

This position is located in the Environmental, Safety and Health (ESH) Office of the Supervisor of Shipbuilding Conversion and Repair, United States Navy, Bath, Maine. The incumbent serves as the Deputy of Environmental, Safety and Health (ESH), and is responsible for the designing and implementing the health and safety programs for Supervisor Shipbuilding-Bath, ME., and outlying offices in Anacortes, WA., San Diego, CA. and Brownville, TX.

TRAVEL REQUIRED

- Occasional Travel
- Travel is dependent upon position description and availability of funding.

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- You must be a US Citizen.
- Must be registered for Selective Service, see Legal & Regulatory Guidance.
- Suitable for Federal employment as determined by background investigation.
- Selectee may be required to successfully complete a probationary period.
- You must obtain and maintain a SECRET security clearance

DUTIES:[Back to top](#)Go to section of this Job: [Apply Online](#)[Print Preview](#)[Save Job](#)[Share Job](#)**Agency Contact Info**

Job Announcement Number:
NW50018-13-1350889LX048223

Control Number: 397171800

As a Safety & Occupational Health Manager, your duties will include, but are not limited to:

- Planning the direction of the Environmental, Safety and Health (ESH) office for the implementation and conduct of all ESH programs.
- Organizing and administering the various safety and occupational health programs within the Supervisor Shipbuilding-Bath, ME., and outlying offices in Anacortes, WA., San Diego, CA. and Brownville, TX.
- Identifying, analyzing, and evaluating a variety of hazards for personnel.
- Assessing complex safety program elements to perform naval industrial construction, repair, overhaul, refueling and maintenance activities on submarines and ships.
- Formulating and implementing local safety directives.
- Conducting safety education and awareness.
- Recommending hazard control techniques that will minimize or eliminate unsafe operations and conditions critically affecting a major program of fleet readiness.

QUALIFICATIONS REQUIRED:

[Back to top](#)

In order to qualify for this position, your resume must provide sufficient experience and/or education, knowledge, skills, and abilities, to perform the duties of the specific position for which you are being considered. Your resume is the key means we have for evaluating your skills, knowledge, and abilities, as they relate to this position. Therefore, we encourage you to be clear and specific when describing your experience.

Your resume must demonstrate at least one year of specialized experience at or equivalent to the **GS-12** grade level or pay band in the Federal service or equivalent experience in the private or public sector planning and coordinating a safety program that assesses the health hazards associated with industrial construction, repair, overhaul, ship dismantlement and maintenance activities. Specialized experience is defined as experience that is typically in or related to the work of the position to be filled and has equipped you with the particular knowledge, skills, and abilities, to successfully perform the duties of the position.

Additional qualification information can be found from the following Office of Personnel Management web site:

Administrative and Management Positions:

<http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards>

IOR:

<http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0000/safety-and-occupational-health-management-series-0018/>

PART-TIME OR UNPAID EXPERIENCE: Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience. You must clearly identify the duties and responsibilities in each position held and the total number of hours per week.

As part of the application process, you must complete and submit an occupational questionnaire. To preview this questionnaire and determine if your experience matches the skills required for this position, click on the following link: [View Assessment Questions](#).

EDUCATION:

Are you using your education to qualify? For positions requiring positive education requirements, or if you are using education to meet all or part of the qualification requirements, we strongly recommend that you submit a copy of your transcripts or an itemized list of college courses which includes equivalent information from the transcript (course title, semester/quarter hours, and grade/degree earned). See OPM's [General Policies](#) for information on crediting education.

Education completed in foreign colleges or universities may be used to meet the qualification requirements if the applicant can provide documentation indicating that the foreign education is comparable to that received in an accredited educational institution in the United States. It is the responsibility of the applicant to provide such evidence when applying for further information, visit:

<http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

REQUIREMENTS:

Generally, current Federal employees applying for GS jobs must serve at least one year at the next lower grade level. This requirement is called time-in-grade. **All qualifications and time-in-grade requirements must be met by the closing date of this announcement and clearly documented in your resume.**

Selectee is required to participate in the Department of Defense direct deposit of pay program. A SECRET security clearance is a requirement of this position. Failure to obtain and maintain the required level of clearance may result in the withdrawal of a position offer or removal. If you possess a security clearance, please indicate the level and termination date in your resume.

A pre-employment physical exam is required from the incumbent before occupying the position.

Selectee will be required to complete and submit a Confidential Financial Disclosure Report, OGE-450, prior to entering the position and annually thereafter.

Incumbent may require occasional travel, via all modes of transportation.

The work requires frequent inspections of ships, staging, drydocks, piers and industrial shops, which includes walking, climbing, stooping, stretching, bending, and long periods of standing and similar activities.

Work is performed in an office setting, however when visiting worksite, you may often be exposed to operating equipment and machinery, dust and fumes, high noise levels and hazardous materials. The wearing of personal protective equipment is often required.

HOW YOU WILL BE EVALUATED:

When the application process is complete, we will review your resume to ensure you meet the hiring eligibility and qualification requirements listed in this announcement. You will be rated based on the information provided in your resume and responses to the **Occupational Questionnaire**, along with your supporting documentation to determine your ability to demonstrate the following knowledge, skills and abilities/competencies:

1. SAFETY AND OCCUPATIONAL HEALTH MANAGEMENT
2. ENGINEERING AND HAZARD ANALYSIS METHODS
3. PROGRAM MANAGEMENT
4. LEADERSHIP
5. ORAL COMMUNICATION

If, after reviewing your resume and supporting documentation, a determination is made that you inflated your qualifications and/or experience, your score may be adjusted to more accurately reflect your abilities or you may be found ineligible/not qualified.

Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

BENEFITS:

[Back to top](#)

Department of the Navy offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays and a 401K-type retirement plan. More information can be found at:

<http://www.secnnav.navy.mil/donhr/Benefits/Pages/Default.aspx>

OTHER INFORMATION:

This Position is subject to Department of Defense Priority Placement Program.

This announcement may be used to fill additional vacancies.

A tentative offer of employment will be rescinded if the selectee fails to meet the pre-employment requirements, including failure to report to any of the scheduled appointments.

The Department of the Navy uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, visit www.dhs.gov/E-Verify.

Current Perm Federal Civilian Employee:

http://www.secnnav.navy.mil/donhr/Documents/CivilianJobs/Current_Perm_Fed_Civ_Emp.pdf

Reinstatement Eligible:

http://www.secnnav.navy.mil/donhr/Documents/CivilianJobs/Reinstatement_Eligible.pdf

Federal Annuitant Information:

The selection of an annuitant is subject to the Department of Defense and Department of the Navy policy on the employment of annuitants. Policy information may be found at:

<http://www.secnnav.navy.mil/donhr/Documents/CivilianJobs/FedCivAnnuitants.pdf>

Interagency Career Transition Assistance Program (ICTAP) Eligible:

Current DON Interagency Career Transition Program (ICTAP) Eligible: To be considered well-qualified and exercise selection priority as an ICTAP candidate, displaced Federal employees must satisfy all qualification requirements for the position and receive a rating of 85 or higher. For more information about ICTAP eligibility please review the following link:

http://www.secnnav.navy.mil/donhr/Documents/CivilianJobs/ICTAP_Statement.pdf

Veteran's Employment Opportunities Act (VEOA):

http://www.secnnav.navy.mil/donhr/Documents/CivilianJobs/VEOA_Eligible.pdf

Military Spouse Preference (MSP):

http://www.secnnav.navy.mil/donhr/Documents/CivilianJobs/Mil_Spouse_Pref_Statement.pdf

Veteran's Preference Information:

http://www.secnnav.navy.mil/donhr/Documents/CivilianJobs/Vet_%20Preference_Statement.pdf

[Back to top](#)

HOW TO APPLY:

To begin the process, click the **Apply Online** button to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **Submit My Answers** button at the end of the process.

To apply for this position, you must provide a complete Application Package which includes:

- Complete Resume.
- Complete Assessment Questionnaire. [View Occupational Questionnaire](#).

- Other supporting documentation as required. Please see the "REQUIRED DOCUMENTS" section and review the applicant checklist link to determine if there are other documents you are required to submit.

Failure to submit a complete application (resume, assessment questionnaire, and all supporting documents) by 11:59 pm Eastern Standard Time (EST) on Monday, March 23, 2015, may result in an ineligible rating and loss of consideration. Please follow all instructions carefully as missing application information will not be requested.

If more than one resume is received, only the last resume received and processed will be reviewed.

If you upload your documents, **do not fax** the same documents.

Note: To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account: <https://mydon.usajobs.gov/Account/Login> select Application Status, and click on the more information link under the application status for this position.

If you are unable to apply online or unable to upload your supporting documents follow the directions located at:

http://www.secnnav.navy.mil/donhr/Documents/CivilianJobs/Application_Info_How_to_Apply_via_Fax.pdf

This Vacancy ID is 1350889.

Do not email or send hard copy resumes/applications to the Contact Information or Agency Information listed in this vacancy announcement. All resumes/applications received at the addresses listed in the Contact Information or Agency Information will be destroyed and will not be considered for this vacancy announcement.

****It is the applicant's responsibility to verify that all information in their resume and documents, whether uploaded or faxed, are received, legible, and accurate. HR will not modify answers/documents submitted by an applicant. ****

REQUIRED DOCUMENTS:

The documents you are required to submit vary based on what authority you are using to apply (i.e., applying as a veteran, applying as a current permanent Federal employee, applying as a reinstatement, etc). Please review the following link to see if there are any documents you need to provide:

http://www.secnnav.navy.mil/donhr/Documents/CivilianJobs/ApplicantChecklist_Merit.pdf

AGENCY CONTACT INFO:

DON Employment Info Center EIC
Phone: (800)378-4559
TDD: (858) 577-5723
Email: DONEIC@NAVY.MIL

Agency Information:
62786 SUPERVISOR OF
SHIPBUILDING BATH
574 Washington Street
Bath, ME
04530-1905

WHAT TO EXPECT NEXT:

When the application process is complete, your application will be reviewed to determine if you meet the hiring eligibility and qualification requirements listed in this announcement. You will be rated based on the information provided in your resume and responses to the questionnaire, along with your supporting documentation to determine your level of knowledge, skill, and ability, related to the job requirements.

Best qualified applicants will be referred to the hiring manager. The selecting official may choose to conduct interviews, and once the selection is made, you will receive a notification of the decision.

Stay informed of changes to your application status by signing up for automatic email alerts at:
<https://www.usajobs.gov/Applicant/Application/ListApplications>.

[Back to top](#)

[< Back to Results](#)

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USAJOBS is the Federal Government's official one-stop source for federal jobs and employment information.